



Administrative Intern—Non-career

Investigations Bureau

City of Long Beach Police Department

THE POSITION

There is currently one opening for a non-career, part time Administrative Intern position within the Investigations Bureau of the Long Beach Police Department. This position works primarily with the Burglary and Sex Crimes Detail working on investigations involving DNA.

EXAMPLE OF DUTIES

- Monitor crime scene logs
- Request evidence to be swabbed
- Organize queues and transport swabs to the LASD Crime Lab
- Statistical tracking of DNA hits
- Filing supplemental reports for victims
- Filing closed cases
- Other administrative support as assigned

QUALIFICATIONS

- Excellent writing, verbal, and interpersonal communication skills
- Proficiency in Word, Excel, and general office skills
- Ability to prioritize multiple projects and ensure timely completion
- Self-motivated with excellent customer service skills and a positive attitude
- Flexibility in taking on new tasks and assignments
- Ability to work in a team environment
- Ability to handle confidential matters in a professional manner
- Strong organizational and time management skills
- Minimum of High School GED
- Class C Drivers' license required



SALARY RANGE

\$19.29 per hour

SUBMISSION PROCEDURE

Interested candidates must submit a letter of interest and a resume with detailed work experience to:

Sergeant Robert Gallagher
Long Beach Police Department
400 W. Broadway, 4th Floor—
Detective Division
Long Beach, CA 90802

Or via e-mail to:

Robert.Gallagher@LongBeach.Gov

Completed applications must be received by **4:30 PM, Friday, October 9, 2015**. Those applicants determined to be the most qualified will be invited to participate further in the selection process. Applicants selected for the position will be required to successfully complete an extensive background investigation process.



THE DEPARTMENT

The Long Beach Police Department employs 796 sworn officers and a civilian staff of 420. The detectives and civilian staff working in the many specialized details within the Investigations Bureau are dedicated to investigating crimes, analyzing evidence, apprehending suspects, preventing abuse and promoting positive relations between officers and youth.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

